

Retention and Classification Report

Agency: Canyons School District (Utah). Albion Middle School (3604)

2755 E Newcaslte Drive
Sandy, UT 84093
801-826-6700

Records Officer

28046	Attendance reports
28045	Grade roll books
28047	Office reports

AGENCY: Canyons School District (Utah). Albion Middle School

SERIES: 28046

3

TITLE: Attendance reports

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/10/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah). Albion Middle School

SERIES: 28046

TITLE: Attendance reports

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Albion Middle School

SERIES: 28045

3

TITLE: Grade roll books

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION:

Retain Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 07/10/2012

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah). Albion Middle School

SERIES: 28045

TITLE: Grade roll books

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Albion Middle School

SERIES: 28047

3

TITLE: Office reports

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

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AGENCY: Canyons School District (Utah). Albion Middle School

SERIES: 28047

TITLE: Office reports

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99